

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Payroll Technician III (3-1)
LOCATION: Craven County Finance Office
HIRING RANGE: \$34,630 - \$36,293
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: December 8, 2015
DATE AVAILABLE: December 30, 2015
CLOSING DATE: December 22, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to assist the Payroll Technician IV with the Finance Department's biweekly processing of County and Airport payrolls.

ESSENTIAL JOB FUNCTIONS

Prepares computerized time sheets for department head verification and checks for accuracy prior to final posting into system. Works closely with Payroll Technician IV, Human Resources personnel, and department payroll entry clerks to ensure payroll anomalies are identified, properly coded and documented. Updates personnel changes in computer personnel/payroll system. Electronically transmits payroll to financial institution and withholdings to various deferred compensation plans. Ensures all other payroll deductions are filed/submitted/paid to include involuntary levies and garnishments. Prepares and maintains reports, using data processing means, on employee tax withholding, retirement, savings and insurance. Performs bookkeeping and accounting duties in areas of payroll distribution, appropriations, inter-fund transfers and deposits. Manages 125(k) processing and reconciles related bank account and future insurance offerings that come available. Balances and maintains all payroll related registers/reports/documents. Performs end of period (month, quarter, calendar year, fiscal year) closing tasks including preparation and filing of biweekly, monthly, quarterly and annual federal and state tax returns, W-2s, and other regulated tax forms. Manages retiree insurance collection/submission and related general ledger entries and payments to plan administrators. Prepares pay period schedules and enters deduction frequencies and holidays into payroll system. Administers special Law Enforcement Officer supplemental retirement funding including calculating benefit amounts for new retirees and maintaining data files to compile requested data for valuation report.

ADDITIONAL JOB FUNCTIONS

Performs other accounting related duties as assigned by the Finance Director and Assistant Finance Director.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from two year college with a major in accounting or business and considerable experience in accounting or fiscal office environment with working knowledge of accounting systems, policies, and procedures. Direct and considerable payroll experience preferred; or equivalent combination of education and experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Craig Warren at 252-636-6603.

Craven County is an Equal Opportunity Affirmative Action Employer.

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